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MONTHLY TECHNICAL PROGRESS REPORT

for the period

June 1 – June 30, 2009

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
June 2009**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on June 5.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on June 17.

The Records Center Performance Measurements Reports were submitted to the TOAM on June 5.

The PM met with the TOAM on 06/18/09 to review the monthly reports and to verify the status of the Contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,573 documents and edited 3,748 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 6.1 lft of new documents, of which 5 lft were federal facilities documents, and processed 7 new sites.

Circulation Department staff shelf-read approximately 92.5 lft. of site files during the month. Staff shifted approximately 103 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV shelfread the entire site assessment collection (407 lft).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 3rd quarter quality-assurance review of new personal and organizational name authority file entries.

The site assessment Librarian IV received .5 lft of Oil Facility Response Plan documents, and worked 9.3 hours on the collection.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

34 lft. of documents were picked up from EPA regional offices. 10 Transfer of Records forms were processed.

17.7 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated June 15.

FRC Storage Report, updated June 15.

On-Site Storage Report, updated June 15.

Contracts On-Site Storage Report, June 5, 11 & 26.

Staff checked 1.8 lft. of unindexed ABANDONED URANIUM MINES ON THE NAVAJO NATION, .8 lft. of unindexed MODESTO GROUND WATER CONTAMINATION, .1 lft. of unindexed MOTOROLA, INC. (52ND STREET PLANT), .1 lft. of unindexed SAN FERNANDO VALLEY, and .6 lft. of unindexed WASTE DISPOSAL, INC. documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,489 documents (112,703 pages) during June and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 1 SCAP accomplishment document during June.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twenty one Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	09QP	ALL METAL PROCESSING (BURBANK)
00	0983	APPLIED MATERIALS
01	09JG	CASMALIA FUTURE DE MINIMIS SETTLEMENTS
01	09GW	CASMALIA HUNTER (2 pkgs)
01	09GX	CASMALIA STATE
00	0935	COALINGA ASBESTOS MINE (2 pkgs)
01	0945	COAST WOOD PRESERVING
01	09JT	CYPRUS TOHONO MINE
00	09AG	DEL MONTE CORP. (OAHU PLANTATION)
00	0988	INTEL CORP (SANTA CLARA 3)
00	09QN	MCCLELLAN AIR FORCE BASE
00	09LX	PRESERVATION AVIATION
00	09BY	RIO TINTO COPPER MINE
01	09M5	SAN GABRIEL VALLEY (AREAS 1-4)
08	097B	SAN GABRIEL VALLEY (AREAS 1-4) (2 pkgs)
09	097B	SAN GABRIEL VALLEY (AREAS 1-4) (2 pkgs)
00	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Staff retrieved 32 cost packages/financial documents for EPA staff during June.

The Cost Package Documentation Index was updated on June 5, 11 & 26.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 10.6 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
094Y	00	ALARK HARD CHROME
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
0983	00	APPLIED MATERIALS
09KC	00	ARCHIE GOH DEBRIS FIRE SITE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
098L	00	BARBERS POINT NAVAL AIR STATION
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09ZZ	N/A	BOCKMAN & WOODY ELECTRIC
09QV	00	BODIE STATE HISTORICAL PARK
094S	00	BOWLES FLYING SERVICE INC
09ZZ	N/A	BREA AGRICULTURAL SERVICES
09ZZ	N/A	BROADWAY CLEANERS
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
091F	00	BROWN & BRYANT INC. (SHAFTER FACILITY)
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09JG	01	CASMALIA FUTURE DE MINIMIS SETTLEMENTS
09GW	01	CASMALIA HUNTER
09GY	01	CASMALIA PHASE II
09GX	01	CASMALIA STATE
0928	00	CELTOR CHEMICAL
09AQ	00	CENTRAL EUREKA MINE
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0935	00	COALINGA ASBESTOS MINE
0945	01	COAST WOOD PRESERVING
09ZZ	N/A	COLFAX ENGINE HOUSE
09H3	03	CONCORD NAVAL WEAPONS STATION
091N	00	COOPER DRUM
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09RR	00	CROWN CITY PLATING
09JT	01	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	DOLCO PACKAGING PLANT
09P8	01	EDWARDS AIR FORCE BASE
09ZZ	N/A	FORMER U P RAILROAD ROUNDHOUSE
09Q6	00	FORT ORD
09SD	00	FOSTER'S PLATING
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER

SSID#	OU	Site Name
094R	01	FRONTIER FERTILIZER
09Q7	01	GEORGE AIR FORCE BASE
09RK	00	GOLDOME
Z9BS	00	GREKA OIL & GAS INC BELL 3 RELEASE
09RJ	00	HAKIMO ROAD AKA BOTELHO
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
097T	00	HAWAIIAN WESTERN STEEL DUMP
091X	00	HAWAIIAN WESTERN STEEL LIMITED
09ZZ	N/A	HECO/CHEVRON PIPELINE OIL SPILL
0985	01	HEWLETT PACKARD, 1501 PAGE MILL ROAD
09ZZ	N/A	HIGHGRADE TOWING & DISMANTLING
0940	01	IBM CORP
09NB	00	INDUSTRIAL ZINC PLATERS INC.
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0939	00	JIBBOOM JUNKYARD
0939	01	JIBBOOM JUNKYARD
09FM	00	KLAU/BUENA VISTA MINE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09LV	00	KRIK WELL #80
Z9C8	00	LA COUNTY SHERIFF GASOLINE BUST
093Y	01	LAVA CAP MINE
0975	00	LAWRENCE LIVERMORE LAB (USDOE)
0947	01	LIQUID GOLD OIL CORP RICHMOND
09SE	00	LISTON BRICK COMPANY
09S2	00	LOMPOC PLATING SITE
0989	01	LORENTZ BARREL & DRUM CO
0976	01	LOUISIANA-PACIFIC CORP
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
09JZ	00	MASTER PLATING
0941	00	MCCLELLAN AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09QN	01	MCCLELLAN AIR FORCE BASE
09KM	00	MCCLEUR TAILINGS
0904	00	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	01	MCFARLAND STUDY AREA
09ZZ	N/A	MOBILE DEBRIS BOX SERVICE
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	00	MOTOROLA, INC. (52ND STREET PLANT)
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)

SSID#	OU	Site Name
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	05	MOTOROLA, INC. (52ND STREET PLANT)
09LU	00	NAVARRO PROPERTY
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09ZZ	N/A	NEWTON AIRPORT
09ZZ	N/A	NORM'S HIGH TECH AUTO CENTER
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	OWENS CORNING (SAN LEANDRO)
09J6	01	PACIFIC COAST PIPELINES
09ZZ	N/A	PAULS AUTO DISMANTLING
099K	01	PEMACO MAYWOOD
09LX	00	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09X3	01	RALPH GRAY TRUCKING
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09BY	00	RIO TINTO COPPER MINE
0979	01	SACRAMENTO ARMY DEPOT
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09RT	00	SAIPAN SEWER WASTE SITE
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KL	00	SAN JOAQUIN DRUM CO
0944	02	SELMA TREATING CO
0942	00	SOUTH BAY ASBESTOS
09ZZ	N/A	SPARTAN PLATING
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE

SSID#	OU	Site Name
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0981	01	TH AGRICULTURE & NUTRITION
Z918	00	TORO CREEK SPILL
09M7	01	TRAVIS AIR FORCE BASE
09M7	03	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09R3	00	UNITED HECKATHORN CO
09ZZ	N/A	VALLEY GENERATING STATION
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VENDO CO THE
09RH	00	WAIANAE PERC AND PCBS SITE
09C1	01	WASTE DISPOSAL, INC.
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09QC	00	YOSEMITE CREEK SEDIMENT

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 96 requests for documents, performed 627 database searches in SDMS-C, and provided 2,421 documents for EPA staff and other requesters.

Thirty-two indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on June 2 and June 5 respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 14 FOIA requests totaling 8 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 3,126 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 9,660 pages off-site to a copy service. In addition, staff printed 2,075 pages from SDMS-C.

At the request of EPA staff, 25 documents from the Northeast Churchrock Mine, the Operating Industries, Inc., Landfill, and the Teec Nos Pos Navajo Radioactive Structures site files were redacted.

At the request of Alana Lee, 9 documents from the MEW Study Area site file were redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 34 requests for documents on CD-ROMs. 233,619 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the ROD for the following site:
McClellan Air Force Base

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	01	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	02	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09QP	00	ALL METAL PROCESSING (BURBANK)
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
0934	01	ATLAS ASBESTOS MINE
09ZZ	N/A	BAC PRITCHARD INC
09ZZ	N/A	BECKMAN INSTRUMENTS (PALO ALTO)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
093H	01	CASMALIA RESOURCES
09MU	00	CHINO AIRPORT RADIUM DIALS
09H3	01	CONCORD NAVAL WEAPONS STATION
09NT	00	HIGHWAY I60/MILE 327 RADIATION SITE
09GH	01	INDIAN BEND WASH NORTH
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
093Y	00	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
097J	02	LEHR/OLD CAMPUS LANDFILL
091A	00	LEVIATHAN MINE
SSID#	OU	Site Name

0989	01	LORENTZ BARREL & DRUM CO
0965	01	MATHER AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09ZZ	N/A	MCDONNELL DOUGLAS AIRCRAFT FACILITY
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
09CA	01	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09ZZ	N/A	MTBE CHARNOCK
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09ZZ	N/A	OLD CITY OF YUMA LDFL
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
099K	01	PEMACO MAYWOOD
096G	00	PHELPS DODGE VERDE MINE
09LX	00	PRESERVATION AVIATION
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QB	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
0942	01	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
0957	00	TAPUTIMU FARM
096Y	01	TUCSON WEST CAP
09R3	01	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VERMICULITE OF HAWAII, INC
09QC	00	YOSEMITE CREEK SEDIMENT

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in June:

- Anaconda Copper Co (Yerington) AOC AR, sent June 17
- McClellan AFB Privatization Parcel C-6 AR Supplement 1, sent June 26
- Northeast Churchrock Mine Site Non-Time-Critical Removal AR, sent June 11
- Palos Verdes Shelf (Montrose) Interim Remedy AR, sent June 11
- Red Valley Navajo Radioactive Structure Removal AR, sent June 19
- Saipan Mayor's Office Drum Site Removal AR, sent June 19
- San Fernando Valley (Area 2) Glendale Chromium OU – Drilube – Avaneessians, sent June 5
- San Fernando Valley (Area 2) Glendale Chromium OU – Drilube - Mazmanian, sent June 5
- San Fernando Valley (Area 2) Glendale Chromium OU – Lockheed

Librascope, sent June 5

The RMS IV/Assistant Manager called the Lyon County Library for information, and updated the Repositories database on June 16.

On June 22 staff met with the TOAM, RPM Wayne Praskins and Office of Regional Counsel (ORC) attorney Michele Benson to conduct the kick-off meeting for the B. F. Goodrich administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Seven work-performed compilations were created or updated during June for the following sites:

OU	SSID	Site Name
00/01	094R	FRONTIER FERTILIZER
00	09BY	RIO TINTO COPPER MINE
01	09JS	ASARCO INC HAYDEN PLT
01	09K5	VALLEY WOOD PRESERVING INC.
01	09M6	MEW STUDY AREA
02	09J4	MODESTO GROUND WATER CONTAMINATION
01/03	0926	MONTROSE CHEMICAL CORP

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 15 collections

Electronic files attached to E-mails: 53 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
09GU	00	ANACONDA COPPER CO (YERINGTON)
09JS	01	ASARCO INC HAYDEN PLT
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
09SD	00	FOSTER'S PLATING
SSID#	OU	Site Name

094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
0988	01	INTEL CORP (SANTA CLARA 3)
09QN	00	MCCLELLAN AIR FORCE BASE
09QN	01	MCCLELLAN AIR FORCE BASE
09M6	01	MEW STUDY AREA
09J4	02	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09BY	00	RIO TINTO COPPER MINE
09BY	01	RIO TINTO COPPER MINE
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIAN)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09K5	01	VALLEY WOOD PRESERVING INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on June 25.

The PM held a Managers/Supervisors meeting on June 17.

The PM held a Scanning Department meeting on June 11.

The PM held a Cost Recovery Department meeting on June 9.

The RMS IV/Circulation Department Supervisor held a departmental meeting on June 10 & 18.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on June 20.

The PM purchased supplies and/or equipment during June as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on June 19 an RMS V gave Associate Director Peter Sullivan and 2 of his colleagues from HQ a tour of the Records Center and explained the services provided.

At the request of the TOAM, on June 26 an RMS V gave the Records Management Project Action Team a tour of the Records Center and explained the services provided. The RMS V also provided them with copies of fact sheets and facility statistics.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were not delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs. We are in the process of obtaining more tapes so our rotation with the Richmond Lab can continue in July.

An RMS IV/IS III coordinated with Ramona Johnson on the new update to SDMSc/JCIA in regards to problems with Adobe Reader new requirements. The problem is ongoing, but we found a work-around for the issue we were facing June 22.

An RMS IV/IS III coordinated with Stephen Ipsen (Region 8 Computer Support) on Region 9 reporting capabilities (Access) in regards to SDMSc. This is an ongoing issue June 22.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:
San Fernando Valley (Area 2), Glendale Chromium OU, Drilube – Avanessians AR
San Fernando Valley (Area 2), Glendale Chromium OU, Drilube – Mazmanian AR
San Fernando Valley (Area 2), Glendale Chromium OU, Lockheed Librascope AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on June 18.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in June.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.1 Assist with Training End Users

At the request of the TOAM, a Librarian IV gave 1 introductory ECMS presentation to EPA staff in June.

9.4 Assist with Registering ECMS Users

At the request of the TOAM, a Librarian IV registered 21 EPA staff in ECMS in June.

9.5 Assist with Approving Registered ECMS Users

At the request of the TOAM, a Librarian IV approved 8 EPA staff in ECMS in June.

9.7 Attend ECMS Meetings & Teleconferences

On June 22, staff participated in ECMS online testing & teleconference with ECMS Project Manager Mike Sutton & Robert Green of OEI.

On June 23, staff attended ECMS Program Contacts teleconference with Computer Specialist Richard Martin.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 28 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 3 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,538	48.3 lft.	377.5 lft.

Inventories

Records Surveyed	Year to Date
24.2 lft.	251.4 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	656.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
65	3	3	0	14	0	0	5	90

VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on 06/05/09.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 6/17/09.

The Records Center Performance Measurement Reports were submitted to the TOAM on 06/05/09.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 06/02/09.

The PM met with the TOAM on 06/18/09 to review the monthly reports and to verify the status of the Contract.

The *Site Assessment Procedures Manual* was updated on March 5.

1.2 Close-Out of the Contract

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

23,019 documents have been indexed and quality assured in SDMS-C as of 06/30/09.

2.2 Document Pick-up, Processing, File Management, and Storage

530 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 6/30/09.

111 lft. of records have been retrieved from the FRC in response to EPA requests as of 6/30/09.

656 lft. of records have been organized and sent to the FRC as of 6/30/09.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 06/15/09.

2.3 Scanning

28,475 documents (574,703 images) have been scanned into SDMS-C as of 06/30/09.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 29 SCAP accomplishment documents as of 6/30/09.

2.5 Financial Documentation/Cost Recovery Packaging

119 Financial Cost Documentation Packages have been processed as of 6/30/09.

2.6 Recycling and Shredding

91.2 lft. of documents have been recycled/shredded as of 6/30/09.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

21,435 documents have been provided to EPA staff or the public as of 6/30/09.

255 site file indices/databases have been generated in response to EPA requests as of 6/30/09.

3.2 Freedom of Information Act (FOIA)

As of 6/30/09, circulation staff has provided support for 80 FOIA requests. Billing data for 221.7 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 24,895 non-FOIA-related pages for EPA and other requesters and sent approximately 18,054 pages off-site to a copy service.

93 site file documents have been redacted for release as of 6/30/09.

3.4 CD-ROM Service

190 CD-ROMs or CD-ROM sets containing 715,922 images have been produced and supplied to EPA staff or the public as of 6/30/09.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

8 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 6/30/09.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

26 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 6/30/09.

The Lyon County Library was called for information on 6/16/09 and the Repositories database was updated on 6/16/09.

4.2 Work-Performed Compilations

40 work-performed compilations have been completed as of 6/30/09.

4.3 Electronic Media and Microfilm Management

477 copies of special collections were produced in electronic format as of 6/30/09.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 6/30/09.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 6/30/09.

Equipment/supplies were purchased on 06/16/09.

Task 6: Training and Orientation

Secretary Leslie Owyang-Chin and Grantee Rich Gleason were provided SDMS-C training on 5/4/09.

A tour of the Records Center for visitors was completed on 06/26/09.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 05/05/09.

Assistance with technical problems was provided to EPA staff person Buu Quach on 05/22/09.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 06/10/09.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 5/21 and 6/18/09.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave 24 introductory ECMS presentations to EPA staff as of 6/30/09.

9.4 Assist with Registering ECMS Users

At the request of the TOAM, a Librarian IV registered 102 EPA staff in ECMS as of 6/30/09.

9.5 Assist with Approving Registered ECMS Users

At the request of the TOAM, a Librarian IV approved 73 EPA staff in ECMS as of 6/30/09.